

## Restarting a Business After Lockdown: Business Checklist

Where workplaces are open, you need to take precautions to reduce risks to both the workers and the public. This checklist will help you to put in place measures in your workplace to keep both employees and customers safe.

Where you are unable to introduce measures to control the risk from coronavirus, you will need to keep your business closed. The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 require the closure of particular businesses. Restrictions are also imposed on businesses which are permitted to remain open. It is important that we all follow government guidelines to limit the spread of coronavirus.

1	Employee Safety	Date actioned	By whom (initials)
1.1	<p>Have you carried out a COVID-19 risk assessment?</p> <p>Have you trained all staff in this risk assessment and safe system of work?</p> <p>Have COVID -19 changes to your workplace introduced any new health and safety risks? How are you dealing with these?</p> <p>Ensure that any visitors and outside contractors are aware of and are abiding by your COVID-19 controls.</p>		
1.2	<p>Can staff maintain a safe distance from each other and from customers? Before considering using PPE ask, in the following priority order.</p> <p>Does the task need to be done at all?</p> <p>Can the task be done in a different, non-contact, way? (eg replacing cash register with contactless payment)</p> <p>Does it need to be done there? Can tasks be moved, to spread people out?</p> <p>Can tasks be staggered over time, to spread people out?</p> <p>Can fixed protection be installed eg Perspex screens?</p> <p>Can measures be taken to prevent non-essential movement between work areas?</p> <p>Can you mark the floor to measure two-metre distancing (or as advised by Scottish Government)?</p> <p>Can a one-way system/additional signage be instigated?</p> <p>Can you stagger staff attendances and breaks?</p>		
1.3	<p>Have you got an easy system for staff to notify sickness and to self-sign-off?</p> <p>Brief all staff: if they suspect they or any member of their household have coronavirus symptoms, they must not come into work, and should self-isolate. Check the specific guidance noted below for latest information.</p>		
1.4	<p>Provide handwashing stations with liquid soap, water and a hygienic means to dry hands – update staff training in this area and monitor hand washing. All staff to wash their hands regularly using soap and water for at least 20 seconds, particularly after blowing their nose,</p>		

	sneezing or coughing, before/after using shared equipment, after using the toilet and prior to eating.		
1.5	Allocate work and rest spaces to employees that are at least two metres apart, these can be marked out with tape. Equipment and fittings could be re-arranged to accommodate physical distancing. Remember to include staff rooms, eating areas and outside areas such as staff recreation and smoking areas, fire muster points, etc.		
1.6	Have you got a formal cleaning schedule? Review it in light of coronavirus: increase the cleaning frequency (eg every two hours) for surfaces regularly touched by many people (eg door handles, service counters, etc) Check that you are using sanitisers that comply with BS EN 14476 or equivalent and that staff are adhering to the correct contact time and dilution rates (note that this is not the same as sanitisers that comply with BS EN 1276 which are needed for cross-contamination cleaning)		
1.7	Increase the ventilation within the premises by opening doors and windows. Make sure that fly screens are fitted to all open windows and doors in kitchens/food areas.  Food business operators should ensure that all commercial ventilation systems from hood to termination point has been adequately checked and cleaned to ensure there is no residual grease in the system. The system must be checked to ensure adequate air changes can still be achieved. If the system is not operating normally for example excessive noise or lack of draw, then a ventilation engineer should be contacted to investigate. The system must be maintained in line with manufactures recommendations or any insurance policy.		
1.8	Where possible use digital and remote transfers of material rather than paper format, such as using e-forms, emails and e-banking.		

<b>2</b>	<b>Public Safety</b>	<b>Date actioned</b>	<b>By whom (initial)</b>
2.1	Introduce telephone, email and internet ordering to limit public access to the premises.		
2.2	Provide a delivery service to the public to limit access to the premises.		
2.3	If a click and collect or telephone ordering service is offered, provide a designated collection time.		
2.4	Display a sign/poster at the entrance to remind customers not to enter the premises if they have symptoms.		
2.5	Provide sanitiser with an alcohol content of at least 60% and disposable towels for customers/staff to clean the basket/trolley handle and to sanitise hands.		
2.6	Where the public have access, the premises introduce control measures to implement the two metre physical distancing (or as advised by Scottish Government).  Limit the number of people in the shop and control entry so that the premises do not become overcrowded.  Maintain queue control outside of shops and other essential premises so that the two metre rule (or as advised by Scottish Government) is observed by those waiting in the queue – customers must not be allowed to congregate or loiter.		

	<p>Use signage and floor markings to direct people around the premises and maintaining a two metre distance (or as advised by Scottish Government).</p> <p>Where possible create a 'one way' system, by closing off aisles and using signage to direct customers to move in the same continuous direction.</p> <p>Close the premises if it becomes too busy.</p> <p>Staff may need to act as stewards to advise customers on physical distancing.</p> <p>Customers should not be directly in front of the till operator. Options to control risk include:</p> <p>Provide a 'sneeze screen' barrier to protect both customers and the till operative.</p> <p>Alternatively, create an exclusion zone around the till area with a customer notice 'Please stand behind the line while being served'</p>		
2.7	Contactless payments are encouraged. Place a sign at the till 'Please use contactless payment if you are able to do so'.		
2.8	Frequent cleaning and disinfection of shared customer touch points including hand-held checkout devices, keypads at check out, fridge/freezer handles, escalator and staircase handrails, on site ATMs, etc.		
2.9	Ensure that staff and public toilets are arranged to achieve physical distancing eg by blocking off toilet cubicles, urinals and WHBs to ensure people keep two metres apart (or as advised by Scottish Government). Also provide a way of indicating toilets are in use and maintain a safe queueing system for those waiting outside. Ensure that toilets are regularly cleaned, and that soap and disposable towels are checked and replenished frequently.		

<b>3</b>	<b>Legal and Financial Compliance</b>	<b>Date actioned</b>	<b>By whom (initial)</b>
3.1	Notify your insurance company.		
3.2	<p>Notify all contractors carrying out statutory inspections (gas, electrical, legionella, fire, lifts, fork-lift trucks, racking in warehouses).</p> <p>Remember to keep insurers fully informed of these assessments if appropriate</p>		
3.3	Notify HMRC of any staff returning from furlough.		
3.4	<p>Notify waste-collection company (or council).</p> <p>Arrange for waste-collection to re-start.</p>		

<b>4</b>	<b>Food and Safety Checklist</b>	<b>Date actioned</b>	<b>By whom (initial)</b>
4.1	Are there any strange smells when you first open the doors? If so, find the cause.		
4.2	Switch on mains gas supply.		
4.3	<p>Turn on any gas cylinders.</p> <p>Check for leaks, correct pressures and need to re-order.</p>		
4.4	Check entire building for signs of pests and take appropriate action to treat them or notify pest contractor that you are open, and visits can restart ensuring physical distancing.		

4.5	Check entire building (including outside areas) for fire hazards. Check smoke detectors. Check emergency exits are unobstructed.		
4.6	Check entire building for water leaks; both pipes and rainwater leaks. Make appropriate arrangements for rectification if necessary		
4.7	Check entire building for any out-of-date food (beyond the 'use by' date) or food debris (including ice left in dispensers, other food left in dispensers, waste oil left in drum). Dispose and clean.		
4.8	Check building and dispose of any opened/unprotected food-contact packaging (eg takeaway containers). Dispose.		
4.9	Clean, disinfect and dry all fridges, plus any freezers that were switched off. Switch back on and leave 24 hours before re-stocking. Check for correct operating temperatures, glycol/refrigerant levels and pressures, need for maintenance, etc		
4.10	Stock-take and inspect all frozen food. Ensure all is within date, and that shortest dated will be used first. Dispose of food if signs that freezer has defrosted or been outwith temperature control (eg freezer is packed with solid ice, ice around door seal).		
4.11	Stock-take and inspect all ambient packaged food. Dispose of any opened or damaged packets. Dispose of any food beyond its use by date. Dispose of (or donate) any food that is of suitable quality that is beyond its Best Before date.		
4.12	Run any dishwashers and glass washers, empty, through a hot wash programme.		
4.13	Hot and cold water systems: stagnant water in tanks and pipework increases the risk of legionella. Review your legionella risk assessment and liaise with a water treatment company, if necessary, to arrange for your system to be cleaned and disinfected before use.		
4.14	Run water, hot and cold, through all front- and back- of house taps, until water is running clear. Check that plugholes and drains are running freely. Ensure that you have hot and cold running water at all sinks and wash hand basins. Clean and Flush all toilets and treat with appropriate disinfectant.		
4.15	Deep-clean all areas. Dish wash (or hand wash, if no dishwasher) utensils that have been left in the open. Clean and disinfect any insulated bags or boxes to be used for food delivery. Ensure adequate supply of ice or icepacks.		
4.16	Ensure any routine checklists (eg cleaning checklists) are printed and in place, hand washes and towel dispensers are full, toilet paper is stocked. Carry out glass and hard plastic inspection.		
4.17	Clean and re-calibrate temperature probes. Ensure that probe wipes are available and are within date.		

5	Food Checklist	Date actioned	By whom (initial)
5.1	<p>Have you made changes to processes or the way you work? Consider if they could introduce new food safety hazards (eg if you are staggering cooking tasks, make sure that hot food is either used quickly, or is cooled rapidly for future use). <b>Review your Food Safety Management System and House Rules to ensure that they reflect these changes.</b></p>		
5.2	<p>Ask your suppliers to confirm that their recipe or ingredients have not changed. Check your allergen labelling if they have changed compositions, or source, and amend where necessary.</p> <p>Review allergen risks - identify allergens in your products. Also consider deliveries, storage of ingredients and preparation of dishes, including potential for cross contamination.</p> <p>Ensure appropriate documentation if using new suppliers or alterations to products</p> <p>Assess all labels, menus and packaging are accurate and appropriate.</p> <p>Make sure staff know what allergens are in each dish so they can provide customers with the necessary information.</p> <p>Consider allergen risks when packaging and transporting food (eg don't have a product with a sauce containing an allergen in the same bag/box as an allergen-free meal).</p> <p>Review new takeaway or delivery services to ensure accurate allergen information can be provided at point of sale and upon delivery.</p>		
5.3	<p>If you have been forced to change supplier or ingredients, then make sure that your labelling or menu reflects these changes. Ensure that you purchase from reputable suppliers.</p>		
5.4	<p>If you are asking your staff to perform unfamiliar jobs (eg extra cleaning). Make sure they are correctly trained.</p>		
5.5	<p>Have you had to make changes to the workspace or equipment? Consider if they could introduce new food safety hazards (eg chips from Perspex screens).</p> <p>Add any new fittings or equipment to your cleaning and other schedules [ eg maintenance, glass and hard plastic registers], as appropriate.</p>		
5.6	<p>Are you providing a new service (eg home delivery)?</p> <p>Check the specific guidance noted below for new food safety hazards to be aware of.</p>		

## You can find more information online

[Health and Safety Executive \(HSE\) coronavirus advice](#)

[HSE legionella advice](#)

[NHS UK hand washing advice](#)

### Food Standards Agency guidance

[Checklist for food businesses](#)

[Guidance on food delivery and takeaway](#)

[Guidance for food businesses](#)

## **Scottish Government coronavirus/covid-19 advice:**

[Self-isolation](#)

[Social distancing](#)

[Shielding](#)

[Guidance for pregnant women](#)

[Guidance for employers and businesses](#)

[Guidance for employees](#)

Please contact the Council's environmental health team by email [environmentalhealth@edinburgh.gov.uk](mailto:environmentalhealth@edinburgh.gov.uk) if you need additional advice on any food or health and safety measures needed to control the risk presented by coronavirus or which businesses are permitted to trade.